

Child Nutrition Weekly Update

***In This Issue:******June 1, 2012***


Special Edition: 2012 – 2013 Child Nutrition Agreement Renewal Process and Timelines






Topic: Instructions for Completing the Online Application Renewal Process

We are pleased to inform you that the Agreement Renewal Component of the Child Nutrition Technology System (CNTS) is now active for the 2012 – 2013 School Year. When you open the CNTS, you will see a new look for the coming year. The CNTS has been updated to simplify many of the agreement renewal and program management processes.

The deadline for completing the Agreement Renewal Process is July 16 OR two weeks before the first day of school in order to be approved before the first meal service. (Please note: If your SFA operates year round schools, please contact Karla Wheeler for further instructions regarding the time line for completing the application process; Karla may be reached at (919) 807-3518.)

The following documents are required to complete the renewal process and are attached for your convenience. These documents are also being posted to the Child Nutrition Services Website as you receive this message. Please remember that the Free and Reduced Price Policy Statement must be available at every approved school, site or institution within the SFA.

- Instructions for completing the 2012 – 2013 Child Nutrition Online Application Renewal (quick guide to navigating the newly updated CNTS) 
- Link to a pre-recorded training session that provides a tutorial for completing the Online Application Renewal that you may watch at your convenience; the link may be found at: <https://www1.gotomeeting.com/register/188333433>

- Agreement, Free and Reduced Price Policy Statement, Signature Pages and Local Wellness Policy Responsibility Document for **Traditional Public Schools** (changes for the coming year are highlighted) 
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information and Local Wellness Policy Responsibility Document for **Charter Schools** (changes for the coming year are highlighted) =
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information, and Local Wellness Policy Responsibility Document for **Non-Public Schools** (changes for the coming year are highlighted) 
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information and Local Wellness Policy Responsibility Document for **Residential Child Care Institutions** (changes for the coming year are highlighted) 
- Application Renewal “To Do” List (do not submit; for individual use only) 

With the exception of the signature page, you may attach these documents to the SFA/Site applications using the “attachments feature” in the online checklist. Three original copies of the Agreement Renewal Signature Page (all three copies must be signed in blue ink by all parties) must be sent via US mail to:

North Carolina Department of Public Instruction
 Child Nutrition Services Section
 6324 Mail Service Center
 Raleigh, NC 27699-6324
 Attention: Karla Wheeler

If you need assistance adding new sites or deleting existing sites, please notify Karla Wheeler who may be reached at karla.wheeler@dpi.nc.gov or (919) 807-3518 and/or Jacquelyn McGowan who may be reached at Jacquelyn.Mcgowan@dpi.nc.gov or (919) 807-3595 for assistance.

If you have questions about the application renewal process, please contact your Regional Child Nutrition Consultant after June 6, as staff will be involved in required Performance-Based Reimbursement Training June 4 – 6.